

**POSITION DESCRIPTION: TREASURER**

- In August contacts the new treasurer to go to bank and change signatory card at Rocky Mountain Credit Union. Get signatures from other officers and returns card to the credit union.
- Passes on the treasurer's binder to the new treasurer on or before September 1 of each year.
- Deposits in a timely manner all monies received.
- Pays bills after receiving invoice. These must be approved by vote or applicable bylaws articles. This does not include expenditures for ELA as this brings money into the treasury for that specific purpose.
- On a monthly basis, reconciles checkbook against bank statement.
- Prepares monthly balance sheet of receipts, expenditures, and balances. Presents this at the monthly general meeting.
- Keeps all receipts, statements, and balance sheets for on-going records.
- Attends monthly planning subcommittee meetings and monthly meetings of the committee of the whole.